



**CIVILIAN DEPLOYMENT GUIDE  
AMC-P 690-9**



**U.S. ARMY MATERIEL COMMAND**

*U.S. Army Materiel Command  
Deputy Chief of Staff, G-1  
9301 Chapek Road  
Ft. Belvoir, Virginia 22060-5527  
2007*



**DEPARTMENT OF THE ARMY  
HEADQUARTERS UNITED STATES ARMY MATERIEL COMMAND  
9301 CHAPEK ROAD, FORT BELVOIR, VIRGINIA 22060-5527**

The Global War on Terrorism takes us into an ever-changing defense environment. The Armed Forces must increasingly bring together military personnel, civilian employees, and contractors to work side-by-side in support of military contingencies and humanitarian efforts.

The Army Materiel Command (AMC) relies heavily on its civilian employees that have and will continue to deploy worldwide providing critical support and expertise in support of military operations such as IRAQI FREEDOM, ENDURING FREEDOM and DESERT SHIELD/STORM; relief operations such as Hurricane relief in the aftermath of Hurricanes Andrew in Florida and Katrina on the Gulf Coast; and peacekeeping operations like JOINT ENDEAVOR in Bosnia, RESTORE HOPE in Somalia, and OPERATION STABILIZE in East Timor. AMC civilians are on assignment as emergency essential personnel to support America's Soldiers wherever they serve. Up to date information for the workforce and managers is a cornerstone of the Logistics Assistance Program (LAP) and all command deployments.

This "AMC Civilian Deployment Guide" provides AMC's civilian employees with current information on what to expect and how to prepare for the demanding challenges of deployment. We are committed to taking care of our people and this guide is one element of that care.

//Signed//

Benjamin S. Griffin  
General, USA  
Commanding

AMC — "Need to be faster, more agile, less bureaucratic - Need to fight this every day"

DEPARTMENT OF THE ARMY  
 HEADQUARTERS, UNITED STATES ARMY MATERIEL COMMAND  
 9301 CHAPEK ROAD, FORT BELVOIR, VA 22060-5527

AMC PAMPHLET  
 NO. 690-9

2007

Civilian Personnel

CIVILIAN DEPLOYMENT GUIDE

	<u>Page</u>
Introduction.....	2
Authority to Deploy .....	3
Emergency-Essential (EE) Designation.....	3
Army Field Support Brigades (AFSBs).....	4
Command and Control.....	4
Legal Assistance .....	5
Family Assistance .....	5
Religious Support (RS).....	6
Awards and Medals.....	7
Temporary Duty (TDY) Orders .....	7
Central Processing and Departure Point .....	8
Civilian Identification Card .....	9
Civilian Tracking System (CIVTRACKS).....	9
Medical ScreeninG-Processing.....	10
Personnel Recovery (PR) Training .....	11
Chemical Defense Equipment (CDE) Issue and Training .....	12
Weapons and Training .....	12
Clothing and Equipment Issue.....	12
Passport/Visa.....	13
Customs Processing Entrance and Exit Procedures.....	13
Living under Deployment Conditions .....	13
Status of Forces Agreements (SOFAs).....	14
Criminal Prosecution .....	14
Geneva Convention Prisoner of War Status .....	14
Combatant/Noncombatant Status.....	15
Prohibited Activities .....	15
Pay/Sure Pay .....	16
Regularly Scheduled Administrative Workweek.....	16
Tour of Duty/Hours of Work .....	16
Time and Attendance Recording, Certification and Reporting .....	16
Salaries.....	16
Maximum Salary Limitations Premium (Pay Cap) .....	17
Aggregate Limitation on Pay .....	17
Premium Pay.....	18

Foreign Post Differential (FPD).....	19
Danger Pay.....	19
Hostile Fire Pay.....	20
Rest and Recuperation (R&R) Leave Travel.....	20
On Call Duty.....	21
Restoration of Annual Leave.....	21
Job Security.....	22
Security Clearance.....	22
Medical Care and Federal Employee’s Compensation Act Benefits.....	22
Federal Employee Group Life Insurance (FEGLI).....	23
Casualty Status.....	23
Next of Kin (NOK) Notification.....	24
Record of Emergency Data.....	24
Return from Deployment Procedures.....	24

## APPENDIX

A. Preparation for Deployment.....	26
B. Civilian Checklist.....	28
C. Emergency Points of Contact.....	29
D. Questions & Answers.....	30
E. Basic References.....	38

## Introduction

As we have seen throughout our history, our civilians fulfill a vital role in deploying to support contingency operations and the ongoing Global War on Terrorism. Civilian employees have deployed in support of military operations on many occasions throughout history, but never to the degree that is occurring today. AMC relies heavily on the expertise of our deployed civilian workforce to execute crucial missions. Only with great sacrifice has the AMC staff, Major Subordinate Commands (MSCs), Life Cycle Management Commands (LCMCs) and Separate Reporting Activities (SRAs) supported deployed operations around the world for an extended period of time.

AMC has deployed in support of Desert Shield/Desert Storm in Southwest Asia, Hurricane Andrew in Florida, Restore Hope in Somalia, Vigilant Warrior in Kuwait, Uphold Democracy in Haiti, Joint Endeavor in Bosnia, Operations Iraqi and Enduring Freedom in Southwest Asia and Hurricane Katrina in Louisiana and Mississippi.

This AMC Civilian Deployment Guide has been prepared to inform AMC civilian employees, management officials, and the field Commanders of policies and procedures that affect civilian deployment issues. Information in this Guide is applicable to deployments in CONUS, OCONUS, and operations in support of military exercises. The information in this Guide is accurate as of the date of publication, but is subject to change based on evolving Department of Defense and Department of State directives, policies, and procedures. This publication will be updated on a periodic basis as required.

## REFERENCES:

- a. Are DOD Directive 1404.10, Emergency Essential (E-E) DOD U.S. Civilian Employees.

- b. DOD Instruction 1400.32, DOD Civilian Workforce Contingency and Emergency Planning Guidelines and Procedures.
- c. AR 690-11, Planning for Use and Management of Civilian Personnel in Support of Military Contingency Operations.
- d. AMC Regulation 690-11, Planning for Use and Management of Civilian Personnel in Support of Military Contingency Operations.
- e. DA Pam 690-47, DA Civilian Employee Deployment Guide.

### **Authority to Deploy**

The AMC Commander's vision is to execute the mission. When the need for a particular skill arises, and before a civilian employee is sent involuntarily, a search will be conducted first to determine if military personnel are available to satisfy the requirement, and then for civilian volunteers.

Under existing DOD policies and procedures, management has the authority to direct and assign civilian employees, voluntarily, involuntarily, or on an unexpected basis to accomplish the DOD mission. This may require civilian employees to perform combat support or other crisis essential functions. Management may take appropriate administrative action, including separation from the Federal service if civilian employees refuse to perform such functions until relieved by appropriate authority. Management may direct an employee to perform these functions regardless if they have refused to sign the emergency essential agreement or had previously agreed to perform such functions. Management has this authority whether or not the position held by the employee has been pre-identified by management as an emergency essential position or the designation of this position as an emergency essential position has been necessitated due to a crisis situation.

AMC is committed to providing all personnel who are sent to perform combat support or other crisis essential functions with proper training, equipment, and protection.

### **REFERENCES:**

- a. AR 690-11
- b. DODD 1404.10
- c. AMC-R 690-11

### **Emergency-Essential (E-E) Designation**

An EE employee is a civilian employee who occupies an E-E position and has signed a "DOD Civilian Employee Overseas Emergency-Essential Position Agreement" (DD Form 2365). An E-E position is a civilian position located overseas or that would be transferred overseas during a crisis situation. The position is required to ensure the success of combat operations or to support combat essential systems subsequent to mobilization or an evacuation order. The position cannot be converted to a military position because it requires uninterrupted performance to provide immediate and continuing support for combat operations or support maintenance and repair of combat essential systems.

Due to unforeseen circumstances or the exigencies of a particular crisis, it may become necessary to identify positions as E-E that have not been previously identified as such. These positions may be located in the overseas area or they may be positions in the United States where the employee would be sent on temporary duty to the location of the crisis or other such emergency. The deploying civilian will be requested to execute an E-E agreement. If the

employee declines to sign the agreement, and possesses special skills and expertise, which renders it necessary to send that employee on the assignment without the employee having signed the agreement, the employee may be directed on involuntary temporary duty to the location where the employee's skills are required.

All civilian employees deploying to combat operations/crisis situations are considered E-E regardless of volunteer status or the signing of the E-E position agreement. The employee will be in an E-E status for the duration of the assignment.

#### REFERENCES:

- a. AR 690-11
- b. DODD 1404.10
- c. AMC-R 690-11

### **Army Field Support Brigades (AFSBs)**

Civilian employees deploying in support of contingency operations will normally be temporarily assigned to the AFSB. The AFSB is a regionally focused organization responsible for the integration of ALT capabilities in support of the operational and tactical level Commanders across the full spectrum of military operations. It is a Table of Organization and Equipment (TOE), Augmentation Table of Distribution and Allowances (TDA), and Contingency TDA organization, which is capable of split-based operations in support of full spectrum operations. The AFSB synchronizes deployable capabilities of its TOE and TDA organizations which includes capability plugs such as contingency contracting, accountability and deployment of contractors on the battlefield, and Life Cycle Management.

The TDA of each organization is modular so it can be tailored for a particular contingency. The AFSBs are stratified into the Early Entry Module (EEM) and Main body. The EEM personnel are required to be ready to deploy to a CONUS Replacement Center (CRC) within 24 hours of notice. The Main body consists of elements such as the Logistics Civil Augmentation Program, Army Pre-positioned Stock teams, traditional depot divisions of supply, maintenance, ammunition, and supporting offices along with sections to support field requirements for oil analysis, Test, Measurement and Diagnostic Equipment, and Field Science and Technology, quick fix teams and expanded support. The Main should be ready to deploy to a CRC within 14 days of call forward. The Contingency TDA does not have permanent staffing, but will be filled by equivalent AMC personnel for deployment. TDA spaces are designated as E-E and Wartraced to those critical Contingency TDA positions and enable the sustainment of 24 month operations. The equipment to support the AFSB is handled in the same manner as the personnel.

#### REFERENCES:

FM 63-11, Logistics Support Element Tactics, Techniques and Procedures

### **Command and Control**

Command and control relationships often change to meet the needs of particular deployments. Therefore, what may be the appropriate command and control structure during peacetime or at the employee's normal place of work may need to be changed during a crisis situation or a temporary duty assignment. The on-site supervisory chain has the authority to perform the normal supervisory functions, for example, those related to task assignments and instructions, and initiating and effecting minor disciplinary actions. Therefore, if circumstances warrant, the

on-site chain of command will initiate appropriate administrative action against a deployed civilian employee. If the proposal administrative action is to be deferred to the civilian employee's home station, the on-site supervisory chain will submit a written notification to the employee's home station officials detailing the offenses allegedly committed. Performance evaluations will normally be completed by the home station supervisor. If the employee's TDY assignment exceeds 120 days in theater, and the employee is under Total Army Performance Evaluation System (TAPES), the on-site supervisory chain will establish performance standards and prepare a Special appraisal. If employee's TDY assignment does not exceed 120 days, the on-site supervisory chain will prepare a memorandum of input and forward it to the home station supervisor for use in preparing the deployed employee's Annual Rating. If the employee is under NSPS, the on-site supervisory chain and employee will establish a performance plan and the on-site supervisor will provide a memorandum of input to the home station supervisor for use in preparing the deployed employee's Annual Rating.

**REFERENCES:**

- a. AR 690-400
- b. AR 690-700, chapter 751
- c. AMC-R 690-11

**Legal Assistance**

AR 27-3, The Army Legal Assistance Program, covers eligibility for legal assistance. Deploying civilian employees and their family members are entitled to legal assistance limited to matters (as determined by the supervising attorney) that relate to their participation in deployments such as contingencies, operations, and exercises. Though all deployed civilian employees and their families are entitled to such assistance, the period of time during which they are eligible for legal assistance is dependent upon whether they encumber positions designated as E-E or are volunteers who are encumbering non-emergency essential positions prior to their deployment. Emergency essential employees will be eligible as soon as they encumber such positions. Non-emergency essential civilian employees who volunteer for deployment will be eligible upon notification of their deployment. Legal assistance will be provided to eligible civilian employees and their family members at home station or at any other military facility convenient to the deploying civilian employee or family member. The preference is for the legal assistance to be provided at home station, whenever possible. Legal assistance services will be provided for matters related to situations that arise before or during deployment. These services include. Will preparation, powers of attorney, and basic tax assistance.

**REFERENCES:**

- a. AR 27-3, Legal Assistance Program
- b. AR 690-11
- c. AMC-R 690-11

**Family Assistance**

The goal of family assistance is to provide support services to eligible family members at, or near their hometown or home installation. Deployed civilian's family members are eligible for assistance. Families should contact the installation Army Community Services Office for assistance. These services will normally include:

**Pre-Deployment**

- Assist in establishing support groups.
- Orientations outlining available assistance.
- Assist single parent and dual deploying families in preparing family care plans.
- Coordinate with local and state human service assistance agencies.
- Identify families with major problems that require special assistance.

**Deployment**

- Provide family assistance.
- Assist casualty assistance officers in providing support to survivors.
- Assist families in relocating. Provide support to waiting families.
- Serve as sponsor for families with special needs.
- Keep Commanders abreast of major problems.

**Post-Deployment**

- Establish groups to deal with reunification problems.

## REFERENCES:

AR 608-1, Army Community Service Center

**Religious Support (RS)**

Deployed AMC civilians are entitled to RS. The First Amendment of the United States Constitution guarantees every American the right to the free exercise of religion. Title 10 U.S. Code (USC) and Army Regulation (AR) 165-1, extends the protection of this right to all authorized personnel performing and supporting the Army mission. Commanders are responsible for those religious freedoms within their command. On behalf of the Commander Chaplains, coordinate a comprehensive religious ministry support plan that makes worship opportunities and pastoral care available to all members of the command to include department of the Army Civilians and deployed civilian contractors.

Chaplains provide or perform RS. Chaplains provide for those religious services or practices that they cannot personally perform. Chaplains perform RS when their actions are in accordance with the tenants or beliefs of their faith group.

Chaplain support may include the following:

- Provide and/or perform worship services, rites, sacraments, ordinances, pastoral care, pastoral counseling and religious education to nurture the living, care for the dying and honor the dead.

- Advise the command on morals and morale as affected by religion, the impact of local religions on the military mission, and the ethical impact of command decisions.

Examples of religious support may include:

- Worship, in accordance with one's faith when possible.
- Religious guidance, pastoral care and counsel.
- Observation of Holy Days and seasonal religious observances.
- Participation in rites, sacraments, and/or ordinances of one's faith.
- Practice of dietary laws.
- Medical treatment according to one's religious belief.
- Resolution of medical treatment challenges, religious apparel issues and dietary restrictions arising from one's religious belief.

Each AFSB is included in the comprehensive religious support plan of the Combatant Command that it supports. As such, a specific chaplain is assigned to provide religious coverage to each AFSB. Usually there is an area designated within the AFSB for religious support (i.e. worship services, pastoral care, etc). Look for the chaplain in the designated area. Otherwise, requests for religious support can go through the AFSB Commander.

**REFERENCES:**

- a. Title 10, USC
- b. AR 165-1, Chaplain Activities in the US Army
- c. FM 1-05 Religious Support
- d. JP 1-05, Religious Ministry Support in the Joint Environment

**Awards and Medals**

Department of the Army (DA) civilians supporting theater operations may be eligible to receive monetary and honorary civilian award recognition as follows:

- Secretary of the Army Award for Valor
- The Armed Forces Civilian Service Medal
- The Civilian Award for Humanitarian Service
- The Achievement Medal for Civilian Service
- The Commander's Award for Civilian Service
- The Superior Civilian Service Award
- The Meritorious Civilian Service Award
- Secretary of Defense Medal for Defense of Freedom i.e. (Purple Heart for Civilians)
- AMC Recognition Certificates for SWA
- AMC Civilian Campaign Pin

**REFERENCES:**

- AR 672-20, Incentive Awards

**Temporary Duty (TDY) Orders**

AMC policy on tour length is 120 days for the Logistics Assistance Representatives (LAR) and 179 days for all other personnel. However, MSCs, LCMCs, and SRAs may request a waiver to the 179-day tour length from the in-theater AFSB Commander. The in-theater AFSB Commander has authority to extend or reduce the tour length. TDY performed in excess of 180 days in one duty location by civilians is authorized by the Joint Travel Regulations (JTR) Volume 11, section C4430. Defense Travel System or Travel orders, DD Form 1610, will be prepared in accordance with chapter 3, Part D, of the JTR and the Personnel Policy Guidance (PPG) for Operation Noble Eagle/Enduring Freedom and Iraqi Freedom. Approving officials are responsible to ensure only authorized entitlements are approved as indicated on the Call Forward. The home station will prepare travel orders. For DTS travel orders the below information will be entered in the authorization or other authorization section. On DD Form 1610 the information will be as follows: (a) The assigned unit's name and UIC in block #5 (Organizational Element to which they are assigned). (b) Duty location/Country of TDY Assignment, paragraph, and line number of gaining unit should be indicated in block #11 (ITINERARY). This is to ensure personnel who are deploying OCONUS are provided the appropriate personnel deployment processing, clothing, equipment, and medical processing for

the specific location they are deploying to support. Mark an “X” in the block labeled “Variation Authorized” in case conditions warrant deviation en route to and from the TDY location. (c) In the remarks section of the DD 1610, item 16, the following statements must be included for all employees “Actual expense allowance authorized while at TDY site.” No per diem is authorized for civilians when living under field conditions while in support of military operations; however, they will be reimbursed for actual subsistence, if any, while under field conditions. “Overtime and Compensatory time as authorized at TDY site as required by the Field Commander.” Certification of Force Protection Awareness Training as required. (d) Additional instructions for CENTCOM AO: Unless an individual deploys with a unit, orders will reflect direct deployment through the designated CRC to expedite processing and ensure accountability of deploying civilians. “AAFES Snack bar and restaurant access is available in CONUS. Authorized to carry government issued weapons when so designated and required familiarization training has been completed. (e) Medical care and dental care is authorized IAW service regulations; (f) Cost of an official passport and/or visa is reimbursable, POV and rental car not authorized at the CRC site. (g) “The on-site chain of command has the authority and the discretion to decide whether it will propose and decide appropriate administrative action against a civilian employee or if it should defer the proposal and/or decision stage to the civilian employee’s home station supervisory chain with written letter input to those officials detailing the offenses allegedly committed.” (h) Civilian employees are expected to use the Government contractor issued charge card to cover travel expenses. If conditions preclude the use of the charge card or a Government contractor-issued charge card was not offered the employee, an additional advance not to exceed 80 percent of the additional estimated cash expenses is authorized. This exception to the advance limitation is not available to employees who elected not to receive the Government contractor issued charge card when offered by their command or whose Government contractor-issued charge card has been suspended or revoked because of delinquent payments. (i) Per Diem is authorized while en route to and from the TDY site; however, if both lodging and meals are provided by the Government without fee, the per diem is limited to \$2.00 per day in the Continental United States (CONUS) and \$3.50 per day in OCONUS. If there is a charge for the use of Government quarters or Government provided meals, the limited per diem rates will be increased by the actual fees incurred. Further guidance for content of Army Civilian orders is posted via the Civilian Personnel on Line website ([www.cpol.army.mil](http://www.cpol.army.mil))

#### REFERENCES:

- a. AMC-R 690-11
- b. Department of Defense Civilian Personnel Joint Travel Regulation (JTR), Volume II, 1 September 1976, As Amended
- c. Department of Defense Financial Management Regulation, chapter 8, Civilian Pay Policy and Procedures, January 1995
- d. Personnel Policy Guidance for Operation Noble Eagle/Enduring Freedom and Iraqi Freedom

#### **Central Processing and Departure Point**

The Primary CONUS Replacement Center (CRC) supporting the Central Command (CENTCOM) area of responsibility (AOR) for current operations will be Fort Bliss, Texas. The Fort Benning, Georgia CRC processes individuals supporting Combined Joint Task Force (Afghanistan) within the CENTCOM AOR as well as individuals deploying in support of all

other worldwide deployments. The call forward request for the processing and deployment of AMC personnel (civilian, military and contractor) deploying from CONUS in support of military operations must be made through the AMC Operations Center, G-1 desk.

Employees deploying to Southwest Asia (SWA) on temporary duty (TDY) must process through the CRC regardless of the length of deployment. AMC may approve waivers for employees deploying for 17 days or less. The CRC is designed to receive and certify individuals from installations for deployment. Deploying personnel will spend a week at the CRC and should take some cash for incidentals and meals. The deploying personnel will also need 10 copies of their orders. The first day at the CRC is long because this is the day most of the processing will be done. There is a mandatory welcome briefing on the first day.

It is the CRC's responsibility to:

- Prescreen Soldier and civilian personnel records.
- Conduct theater specific briefings and training.
- Coordinate transportation and the issue of theater clothing and equipment.
- Coordinate medical requirements such as immunizations, DNA screening, HIV testing, pregnancy test and dental examinations for deployment.

The CRC will also issue personal identification tags (i.e., "dog tags"). The tags will include the following information: full name, social security number, blood type, and religious preference. These tags should be worn at all times when in the theater of operations.

The home station or sponsoring activity is responsible for the readiness movement of its personnel; however, the home station may not be able to accomplish all the actions required by the deploying individuals and the Combatant Command.

The CRC will accomplish all processing not completed by the home station with the exception of applying for passports and deployment orders. All civilians must have a passport and orders when they arrive. The CRC does not give complete physicals only health assessments. AR 600-8-101 specifies that the CRC will be the final authority for declaring an individual deployable. For additional information on the CRC go to

<http://www.bliss.army.mil/387crc/default.htm>

#### REFERENCES:

AR 600-8-101, In- and Out- and Mobilization Processing

#### **Civilian Identification Card**

All civilian personnel will deploy with the Department of the Army Common Access Card (CAC) with proper Geneva Convention Category and privileges in their possession. The employee's home station will issue this card. This card is required for access to government facilities and use of privileges afforded to military, government civilians and/or military dependents. Use of this card is valid only while serving in the theater of operations. All personnel should ensure they know their CAC pin and the CAC expiration date exceeds the length of their scheduled deployment.

#### REFERENCES:

AR 600-8-14, Identification Cards, Tags and Badges.

### **Civilian Tracking System (CIVTRACKS)**

CIVTRACKS has been developed by the Department of the Army as a means to meet the requirements of DOD Instruction 1400.32 to establish accountability procedures for civilians in theaters of operations. CIVTRACKS is an Internet accessible automated civilian tracking system. **The use of CIVTRACKS is Mandatory.** While this system is primarily designed to capture data on Appropriated and Non-Appropriated DA civilian employees and Red Cross personnel, other individuals, i.e., contractors, AAFES and employees in other DOD components may also use CIVTRACKS. It is the responsibility of the employee to input the data in the system and to keep it accurate and up-to-date. Data is input each time there is a change in location while deployed, beginning with the initial relocation from the home station. Logging into the system requires the use of a USERID and password. Wallet-size deployment cards with the USERID, password and other related information are available at Civilian Personnel Advisory Centers (CPACs), and cards are also available at the CONUS Replacement Centers and in theaters of operations for employees already deployed. Instructions for inputting and submitting data into CIVTRACKS are available at the following website:

<http://hqda.army.mil/pesw/homepage.htm>.

### **Medical Screening/Processing**

The physical requirements for deploying individuals may be specified by the Combatant Commander, but at a minimum will be equal to the physical requirements of the AMC Logistics Assistance Program (LAP) as stated below. The required physical standards are those outlined in AR 40-501, Standards of Medical Fitness, chapter 3, Retention. Personnel are required to pass a physical examination based on the functional requirements of the job to determine fitness for duty prior to deploying and to take a redeployment examination upon return. Emphasis will be placed on diagnosing cardiovascular, pulmonary, orthopedic, neurological, endocrine, dermatological, psychological, visual, and auditory conditions, which may preclude performing the related functional requirements. Pre-deployment and post-deployment physical examinations are administered for the safety of the deploying individual and to protect them in the event of a deployment related injury or illness. All deploying individuals must meet these physical standards. The ability to meet the requirements will be determined at home station prior to deployment. Current physical requirements are:

The Physical examination must have been within 1 year. Any form can be used, but it must include vital signs, height, weight, a systematic record of the physical exam and be signed by the examining Health Care Provider. The following laboratory work-up must be included: Urinalysis, Fasting Glucose Test (must fast for 8-12 hours prior to testing, may drink water), and Complete Blood Count (CBC), LIPID Profile (Age 40 or above, must fast 8-12 hours, may drink water) and an EKG (Age 40 or above), if abnormal, must complete additional cardiac studies. The above requirements are needed for a complete evaluation and DO NOT guarantee deployment by the SRP medical staff. Additionally, all deploying individuals will be required to take any immunizations or medications that might be required for deployment to the area of operations (AO). Current immunizations are: Anthrax (Voluntary basis for Military/DOD starting May 2005(EUA), Hepatitis A, Hepatitis B (only medical, food handlers and security personnel), Influenza (seasonal), Measles/Mumps/Rubella (MMR), Polio, Smallpox, Tetanus/Diphtheria, Tuberculin Skin Test, Typhoid and Yellow Fever. Females will be given a pregnancy test and must have negative test results before any other immunizations are given. Anthrax and smallpox vaccinations may be mandatory depending on the deployment location

and duration. All deploying individuals will be administered a dental panagraph and DNA sampling for identification purposes.

All deploying individuals must ensure that all immunizations, tests, etc. taken at home station are properly documented and signed by a physician. These documents will be included as part of the deployment packet to be hand carried to the CRC. In accordance with current Army policy, an HIV test will be administered involuntarily only if the country to which the civilian is deploying requires such testing. Individuals requiring vision corrective lenses (glasses or contact lenses) will be required to have an eye examination and will be issued optical inserts for the protective mask. Individuals should deploy with a minimum 180-day supply (sufficient amount if deploying for less than 179 days) of any required medications (over the counter) to preclude any adverse impact of pharmaceutical shortages in the AO. Some pharmaceuticals may not be available in AO, so the individual may need to take his own supply. Part of the screening process will ensure both the amounts of medication being taken and its suitability in the AO's environment. Civilian personnel requiring any prescribed medication(s) must have in their possession a 180-day supply (sufficient amount if deploying for less than 179 days) prior to arrival at the CRC or they will be made non-deployable until they obtain them. Deploying personnel must bring a list of all prescribed medications including dosage and frequency taken. Deployed civilian employees are entitled to in-theater medical care, including pharmacy support, equivalent to that given active duty military.

Dental examinations must be within the last 12 months (Department of Defense Reserve Forces Dental Examination, DD Form 2813, may be used or a statement from dentist confirming patient's dental treatment is complete and patient is deployable for 12 months without emergency needs.) A current legible panorex or full mouth series radiograph (properly labeled with name, SSN, date, and of diagnostic and identification quality). Employee must not have oral conditions that are expected to result in dental emergencies within 12 months if not treated.

#### REFERENCES:

- a. AR 40-501, Standards of Medical Fitness, chapter 3, Retention Standards.
- b. AMC Regulation 700-19, Mobility Program for Logistic Assistance Program (LAP) Civilian Personnel, appendix C - LAR Functional/Physical Requirements.

#### **Personnel Recovery (PR) Training**

All personnel deploying to CENTCOM AOR must complete ARCENT Personnel Recovery Training and the Isolated Personnel (ISOPREP) Card. PR instructions and briefings in preparation for deployment can be accessed from the US Army South (USARSO) NIPRNET website at <https://www.usarso.army.mil/sso/pr/> (AKO login and password required), the HQDA, G-3 Personnel Recovery (PR) NIPRNET website at <https://www.hqda-aoc.army.pentagon.mil> (only available to .mil and gov networks) under the Organization tab and ODO-PR, the Center for Army Lessons Learned website at <https://call2.army.mil/focus/personnel-recovery/index.asp> or ARCENT's PR SIPRNET website at <http://www.swa.arcent.army.smil.mil>. Deploying employees will complete the following minimum standard PR requirements: 1. Isolation Preparation (ISOPREP) Cards – [DD Form 1833](#) for deploying uniformed personnel, DOD civilians, and DOD contractors. ISOPREP are classified **Confidential** once completed and must be handled and stored accordingly. 2. Level B Survival, Evasion, Resistance, and Escape (SERE) training. All personnel must complete SERE Level B within 12 months of deployment. Two options for completion of this

requirement exist: First option is complete the course online at the HQDA, G-3 PR SIPRNET website <https://www.hqda-aoc.army.pentagon.mil>, click on Organizations and ODO-PR, and then click on Products located within the table. Click on SERE -100 Code of Conduct Training, you will be prompted to create a separate login and password. Individuals should bring their course certificate with them to the CRC or Mobilization Station. The second option is for individuals to view the SERE Level B Video Series, Personnel Recovery Briefing and Code of Conduct Briefing that can be found on either the HQDA, G-3 PR website or USARSO's PR website (see above). 3. High-Risk-of-Capture (HRC) briefing for those identified as HRC personnel prior to any deployment.

#### REFERENCES:

- a. [Field Manual 3-50.1 Army Personnel Recovery](#)
- b. [ALARACT message 122/2005](#), Subject, Importance of Personnel Recovery Training.

#### **Chemical Defense Equipment (CDE) Issue and Training**

The Combatant Commander will determine the requirement for equipping and training civilian personnel with CDE. Training and equipment will be theater specific and dependent upon the threat and the nature of the duties. When practical, the employee's home station will provide familiarization training in the use of the equipment. The CRC will, as part of the individual's processing for deployment, issue equipment and authorized clothing, and provide limited weapons training for some civilians.

#### REFERENCES:

Soldiers Manual Common Tasks, STP 21-1-SMCT, Skill Level 1, Oct 90

#### **Weapons and Training**

Current policy is that civilians may only be issued weapons when the theater Commander has determined the individual civilian employee meets the current requirements for carrying a government issued weapon for self defense. The employee must meet the requirements of the Lautenberg Amendment, complete the required agreement forms, receive appropriate training and qualification, and agree to carry the government issued weapon. All requests for civilian employees to carry weapons will be submitted by the employee's current chain of command to the theater Commander for approval. If approved, civilians will only be issued side arms for deployment purposes and are limited to government issued 9mm weapons and standard government-issue ammunition. Personal weapons and ammunition are not authorized.

#### **Clothing and Equipment Issue**

The CRC will be prepared to issue Utility uniforms and Organizational Clothing and Individual Equipment (OCIE) to all personnel when directed to do so by the Combatant Commander. Appendix A is a list of Uniforms and OCIE that may be issued at the CRC. The actual determination of items to be issued and quantities will be based on the specific circumstances of the deployment and will be determined by the Combatant Commander. Items of personal clothing and personal care are the responsibility of the individual and will not be issued at the CRC. Civilian employees should bring work clothing required by their particular job. If required, civilian employees will be provided Chemical Defense Equipment. This equipment will be issued only as necessary to perform during hostilities, conditions of war, or other crisis situations.

REFERENCES:

- a. AR 670-1, Wear and Appearance of Army Uniforms and Insignia
- b. AR 700-84, Issue and Sale of Personal Clothing

**Passport/Visa**

Employees deployed overseas in support of military operations will be required to carry a passport at all times when traveling. Normally, charges for passports/visas are reimbursed; however, reimbursement of fees or charges for legal services required by local laws is not reimbursable. Reimbursement of authorized costs in obtaining the “Official” passport are made by filing SF 1034, Public Voucher for Purchases and Services Other than Personal. Emergency Essential employees will maintain current “Official” (Red) and “Tourist” (Blue) passports at all times. Requirements for visas will be determined by the country of deployment/travel and obtained from the embassy prior to deployment. Application for passports/visas will be submitted at the employee’s home station. Employees must ensure the passport expiration date exceeds the length of their scheduled deployment. Employee’s personal information on the data page of the passport must be correct to include name. Effective September 26, 2005 the passport services will no longer be amending passports to change items appearing on the personal data page of existing passports.

REFERENCES:

- a. AR 600-290, Passports and Visas
- b. DOD Civilian Personnel Joint Travel Regulations (JTR), Volume 2

**Customs Processing Entrance and Exit Procedures**

Civilian employees entering and exiting a country will be subject to the customs processing procedures established for that country. The entrance and exit requirements are country specific and will be covered during processing for deployment. Returning civilians are also subject to reentry customs requirements of the United States.

**Living Under Deployment Conditions**

During major deployments, most individuals will be living under field conditions. Living under field conditions is much different from normal civilian life. Field conditions are the same for civilians as the military personnel, commensurate with grade and rank equivalency as identified in the Geneva Conventions. There will be a general lack of privacy and little opportunity for recreation during non-duty hours. Housing will often consist of tents or hastily constructed buildings. Food will be prepackaged rations or served in a military dining facility, which means that special diets may not be accommodated in some circumstances. Showers, if available, may be communal; otherwise bathing may be from a bucket or helmet. There will be limited opportunities to phone home and mail deliveries may be delayed. Laundry service may also be severely limited. The organized practice of religion may be restricted to services and assistance provided by the military chaplain. The on-site Commander may impose special rules, policies, directives, and orders based on mission necessity, safety, and unit cohesion. Dependent on the theater and the threat or perceived threat, the on-site Commander may impose a “lock down” situation. Individuals may be restricted to an area designated by the Commander and are expected to adhere to the order as issued. These restrictions need only be considered reasonable in the circumstances of the deployment to be enforceable. The host nation may also impose

special laws and rules. The specific customs, traditions, and restrictions of the host nation will be addressed in the pre-deployment briefing and compliance is required.

### **Status of Forces Agreements (SOFAs)**

SOFAs are negotiated relationships between two countries wherein the host nation accords certain rights and responsibilities to members of the United States forces and accompanying civilians. Many violations of host nation laws are also violations of United States law as well. However, SOFAs provide that punitive or other actions may be taken under appropriate United States military or civilian law, rule, or regulation rather than the host nation law. However, most personnel will be deploying to areas of operation where SOFAs have been replaced with stationing agreements and personnel will receive briefings on local customs practices and laws.

#### **REFERENCES:**

Department of the Army Operational Law Handbook

### **Criminal Prosecution**

Civilian employees generally are not subject to the Uniform Code of Military Justice when serving with or accompanying an armed force, however they may be subject to prosecution under the Military Extraterritorial Jurisdiction Act (18 U.S.C. Section 3261) for criminal acts. When situations of misconduct or delinquency require corrective action, the on-site Commander is responsible for initiating same through established administrative disciplinary procedures. In cases resulting in a disciplinary or adverse action being proposed, the disciplinary action may be initiated or effected on-site or at home station.

#### **REFERENCES:**

- a. Uniform Code of Military Justice (UCMJ)
- b. Military Extraterritorial Jurisdiction Act (MEJA)

### **Geneva Convention Prisoner of War Status**

The 1907 Hague Convention and the 1949 Geneva Convention resulted in agreements that were developed by the international community to govern the law of warfare. These agreements have evolved into principles that are now recognized as part of international law. Under both, Hague and Geneva Conventions, civilians captured while accompanying military forces in the field, regardless of whether carrying a self-defense weapon or wearing a uniform, may be entitled to be protected as a Prisoners of War (POW) if captured by hostile forces. These protections are accorded to those persons authorized to accompany the Armed Forces without actually being members and were provided with an identity card that includes the Geneva Convention notation. Since the issuance of an identity card is significant, all civilians accompanying the Armed Forces must be issued a CAC with the Geneva Convention notation. The treatment accorded to POWs depends on each POW's particular status or rank. The higher the status or rank, the greater the benefits afforded to that POW. Carrying a weapon for self defense and the wear of a uniform do not necessarily change the status of a civilian employee under the Hague and Geneva Conventions and they may be entitled to POW status if captured by hostile forces. **NOTE** – Under no circumstances may a civilian possess a **PERSONALLY OWNED** firearm or ammunition.

REFERENCES:

- a. Geneva Convention (1949)
- b. AR 600-8-14, Identification Cards for Members of the Uniformed Services, their Family Member, and Other Eligible Personnel

**Combatant/Noncombatant Status**

The Law of War prohibits intentional attacks on civilians and non-combatants. The civilian population as such is protected from direct attack. An individual civilian is protected from direct attack unless and for such time as he or she takes a direct part in hostilities. Non-combatants include military medical personnel, chaplains and those out of combat – including prisoners of war and the wounded, sick and shipwrecked. Civilians who accompany the armed force in the field in time of armed conflict are protected from direct attack unless and for such time as he or she takes a direct part in hostilities. The phrase “direct part in hostilities” is not defined. Civilians who accompany the armed forces in the field may be at risk of injury or death incidental to lawful enemy attacks on military objectives.

REFERENCES:

- a. Geneva Convention (1949)
- b. Department of the Army Operational Law Handbook

**Prohibited Activities**

All civilians serving with, employed by, or accompanying US Armed Forces in support of contingency operations are charged with the individual responsibility to become familiar with and respect the laws, regulations, and customs of their host nation insofar as they do not interfere with the execution of their official duties. In order to further US/host nation relations and facilitate the combined operations of US and friendly forces, Combatant Commanders may publish General Orders prohibiting certain activities. Prohibited activities may vary depending upon the geographic location and counties in the AOR. Civilians may face criminal prosecution or adverse administrative action for violation of the General Orders by engaging in any of the prohibited activities.

Countries in USCENTCOM AOR have laws and customs prohibiting or restricting activities that are permissible in western societies. The current CENTCOM General Order Number 1A lists the following as prohibited activities in the CENTCOM AOR:

- a. Purchase, possession, use or sale of privately owned firearms, ammunition, or explosives.
- b. Introduction, possession, sale, transfer, manufacture or consumption of alcoholic beverages.
- c. Introduction, purchase, possession, use, sale, transfer, manufacture, or consumption of any controlled substances or drug paraphernalia. Prescription Drugs must have original RX label of the prescribing authority.
- d. Introduction, possession, sale, transfer, creation or display of pornographic or sexually explicit materials. This does not apply to commercial videotapes at AAFES/MWR outlets in AOR.
- e. Gambling of any kind.
- f. Damage to or removal of archeological artifacts or national treasures.
- g. Selling, bartering, or exchanging currency at rate other than official host-nation rate.
- h. Adopting pets as mascots, or caring for or feeding any type of domestic or wild animal.
- i. Proselytizing any religion, faith, or practice.

j. Entrance into Mosque or other significant Islamic religious site by non-Moslems unless directed to do so by military authorities, military necessity, or as part of an official tour.

**REFERENCES:**

Central Command General Order Number 1A (GO-1A), Subject: Prohibited Activities for U.S. Department of Defense Personnel Present Within the United States Central Command (CENTCOM) AOR

**Pay/Sure Pay**

In order to ensure continuation of pay while detailed to support military operations in the field, DA policy requires civilian employees to join a Direct Deposit/Electronic Funds Transfer (DD/EFT) program at their home installation before deployment. Once under DD/EFT the employee must remain in the program. All EE employees are required to join a DD/EFT program as a condition of their employment. The employee's servicing Defense Finance and Accounting Service Center will reimburse any errors by the government resulting in charges by a financial institution. Letters of explanation will be sent to the recipients of any dishonored checks explaining that the dishonored check was the result of government error, not an error on the part of the individual.

**Regularly Scheduled Administrative Workweek**

In order to ensure proper entitlement, employees must have an established regularly scheduled administrative workweek that consists of the 40-hour basic workweek plus the period of regular scheduled overtime work, if any, required of each employee. This will be in writing and for purposes of leave and overtime pay administration, shall specify by days and hours of each day the periods included in the regularly scheduled administrative workweek that do not constitute a part of the basic workweek. The employee shall provide this document to the home station supervisor or time keeper to record the change on the employee's time card or other organization document for recording work.

**Tour of Duty/Hours of Work**

"Tour of Duty" and "Hours of Work," as used by this guide, are synonymous terms meaning the hours of a day (a daily tour) and the days of an administrative workweek (a weekly tour of duty) that constitute an employee's regularly scheduled administrative workweek. The authority for establishing and changing the tours of duty for civilian employees is delegated to the AFSB Commander or his/her representative. The duration of the duty is dependent upon the particular operation and will be established by the in AFSB Commander.

**REFERENCES:**

Title 5, Code of Federal Regulations (CFR), 610.102

**Time and Attendance Recording, Certification and Reporting**

Each employee's time and attendance report shall be certified correct by the employee's in-theater supervisor at the end of the pay period. An authorized official (preferably the official most knowledgeable of the time worked) shall approve in writing any unscheduled overtime. Minimum information to be included on time and attendance reports or supporting documentation for each employee is as follows: Employee name and SSN; Pay period number

or dates; Number of hours worked by day and in total; Number of hours of premium work (e.g., overtime, holiday pay, night pay differential, etc) by type, to which employee is entitled; Number of leave hours (by type) and compensatory time used; Dates leave is taken; and any required supporting documentation for absences, e.g., approved leave requests or military orders.

### **Salaries**

Salaries are not tax free while on deployment. Likewise, salary deductions do not change while on deployment. If civilian employees are in a “Missing” status, his/her pay and allowances continue. “Missing” status is defined as missing in action; interned in a foreign country; captured; beleaguered; besieged by a hostile force; or detained in a foreign country against his/her will. Civilian employees are entitled to receive the same pay and allowances to which they are entitled at the time they were declared missing and to which they would become entitled thereafter (i.e., within grade increases).

### **Maximum Salary Limitations (Premium Pay Cap)**

Basic pay plus premium pay is limited to the greater of the maximum payable for GS-15, or level V of the Executive Schedule. The authority to waive the biweekly pay limitation in emergencies is delegated to the installation level. In such emergencies, the employee is then subject to the annual maximum rate of a GS-15, Step 10, or Level V of the Executive Schedule. Heads of Agencies or their designees are delegated the authority to determine the existence of an emergency. It should be taken into account that the pay cap is imposed on annual earnings and not just on income earned during a period of deployment. Danger pay is not subject to the premium pay cap. This pay cap does not apply to wage grade employees. Section 1105 of the National Defense Authorization Act (NDAA) for FY 2006 contains a provision that continues for CY 06 the authority for agency heads to raise the annual limitation on the aggregate of basic pay and premium pay to \$200,000 for Federal employees performing work in support of a military operation or an operation in response to a declared emergency in an overseas location in the Central Command (CENTCOM) area of responsibility (AOR). In addition, DOD has submitted a FY 2007 legislative proposal to extend this authority to individuals who are assigned to locations other than in the CENTCOM AOR and to extend it indefinitely.

### **Aggregate Limitation on Pay**

The aggregate limitation on pay restricts an employee’s compensation to the rate payable for level I of the Executive Schedule at the end of the calendar year. Specifically, no executive branch employee may receive any allowance, bonus, differential, award, or other similar payment which, in combination with their basic pay plus premium pay, would cause the aggregate compensation to exceed the above limit. This aggregate limitation on pay applies to all executive branch employees to include Federal Wage System (WG) employees. The following are considered discretionary pay items:

- a. Incentive and Performance based awards.
- b. Supervisory Differentials.
- c. Recruitment and Relocation bonuses.
- d. Retention Allowance
- e. Post Differential.
- f. Danger Pay Allowance.
- g. Allowances based on Environmental Conditions.

Discretionary payments may be deferred if any portion of such payment would cause the employee during the calendar year to exceed the rate payable for level 1 of the Executive Schedule. These payments shall then be paid to the employee in a lump-sum at the beginning of the following calendar year.

#### REFERENCES:

- a. Title 5, U.S.C., Section 5547
- b. Title 5, CFR, Section 550.106(a)
- c. Title 5 CFR, Sections 530.202/203
- d. DOD 7000.14-R, Financial Management Regulation, chapter 8, Civilian Pay Policy and Procedures
- e. AMC-R 690-11

#### **Premium Pay**

a. **Overtime:** During a deployment situation, employees may be required to perform work in excess of their normal work schedule (i.e., 8-hour day or 40-hour week). The AFSB Commander will establish the official workweek and determine any overtime requirements. Since it may not be possible to approve exact overtime hours in advance, the employee's travel orders should have this statement in the remarks column: "Overtime authorized at TDY site as required by the Field Commander." The Field Commander should then submit a DA Form 5172R or local authorization form (with a copy of the travel orders) documenting the actual premium hours worked for each employee and each day of the pay period as soon as possible after the premium hours are worked.

Employees normally will be paid at a rate of one and one-half times their basic hourly pay rate for each hour of work authorized and approved over the normal 8-hour day or 40-hour week. For GS employees whose rate of pay is more than the rate for GS-10, step 1, the hourly rate of overtime pay is the greater of one and one-half times the minimum hourly rate of basic pay for GS-10 or the employee's own hourly rate of basic pay. Employees are not entitled to overtime pay when in a "lock down" situation after duty hours, unless work is actually performed. Also employees on an on-call or standby status do not earn overtime unless actually called to duty. **REMINDER** – All employees (to include WG employees) deployed to a foreign area are exempt from the provisions of the Fair Labor Standards Act while in the foreign area. Also, for GS or equivalent employees, total overtime plus base pay cannot exceed the premium pay cap discussed separately in the Guide.

b. **Compensatory Time:** In a prolonged deployment (i.e., 60 days or more) granting compensatory time in lieu of overtime pay is discouraged and may only be done with the approval of the home station supervisor. Such employees normally accumulate large amounts of leave and granting compensatory time in lieu of overtime can adversely impact the mission once the employee returns to home station. If the supervisor/Commander establishes a set work schedule which exceeds 40 hours per week, those hours beyond 8 hours a day/40 hours per week will be considered regularly scheduled overtime and compensatory time may not be substituted. Hours (approved and authorized) beyond the set work schedule will be considered occasional or irregular overtime for payroll purposes thereby allowing employees to request compensatory time in lieu of overtime (subject to restrictions previously mentioned). Compensatory time is subject to the same constraints/limitations of the pay cap as overtime.

c. **Night differential:** For GS employees, night pay differential is paid for hours regularly scheduled and worked after 1800 hours until 0600. The amount paid is the hourly base rate, plus 10%. FWS employees will receive shift differential at the rate of 7.5 percent of their hourly rate for non-overtime work when a majority of scheduled hours occur between 3 p.m. and midnight; or 10 percent of their hourly rate for non-overtime work when the majority of scheduled hours occur between 11 p.m. and 8 a.m. An employee may be paid shift differential only when five or more hours of the regularly scheduled 8-hour shift (including meal periods) occur during the hours specified.

d. **Holiday Pay:** Holiday pay is paid for work performed on a holiday which corresponds to the employee's normal tour of duty.

e. **Sunday Premium Pay:** Additional pay at a rate of 25 percent of the hourly basic rate is payable to full-time employees whose regularly scheduled basic workweek (not including overtime hours) includes Sunday.

#### REFERENCES:

Department of Defense Financial Management Regulation (DODFMR), chapter 8, Civilian Pay Policy and Procedures.

#### **Foreign Post Differential (FPD)**

Employees assigned to work in foreign areas where the environmental conditions either differ substantially from CONUS conditions or warrant added compensation as a recruiting and retention incentive are eligible for FPD after being stationed in the area in excess of 42 days. Payment of FPD normally begins on the 43rd day and payment is usually not retroactive. Occasionally, the State Department will authorize something different. The FPD is exempt from the premium pay cap and is paid as a percentage of the basic pay rate, not to exceed 25 percent of the basic pay. The Secretary of State (SECSTATE) determines areas entitled to receive FPD and the FPD rate for that area. The SECSTATE also determines the length of time the rate is in effect. Different areas in the same country can have different rates.

#### REFERENCES:

- a. Department of State Standardized Regulation (DSSR)
- b. Department of Defense Financial Management Regulation (DODFMR), chapter 8, Civilian Pay Policy and Procedures

#### **Danger Pay**

Civilian employees serving at, or assigned to, foreign areas designated for danger pay by the SECSTATE, will receive a danger pay allowance. Danger pay is designated when civil insurrection, civil war, terrorism, or wartime conditions threaten physical harm or imminent danger to the health or well being of a majority of employees stationed or detailed to that area. The allowance will be a percentage of the employee's basic compensation at the rates of 15, 20, or 25 percent, as determined by the SECSTATE. This allowance is in addition to any FPD prescribed for the area.

The Danger Pay Allowance (DPA) commences for employees already in the area on the date of the area's designation for danger. For employees assigned or detailed to the area, DPA commences upon arrival to the area. For employees returning to the post after a temporary absence, it commences on the date of return. DPA will terminate with the close of business on

the date the SECSTATE removes the danger pay designation for the area, or on the day the employee leaves the post for any reason to an area not designated for the DPA. DPA is not subject to the premium pay cap discussed separately in this guide. DPA is not part of the basic compensation for computation of within grade step increases or overtime. DPA is subject to Federal income tax, Social Security/ Medicare, State and city, and local tax deductions. **NOTE -** Under circumstances defined by the Secretary of State, a danger pay allowance may be granted to civilian employees who accompany U.S. military forces designated by the Secretary of Defense as eligible for imminent danger pay. The Secretary of State will define the area of application for civilian employees and the amount of danger pay shall be the same flat rate amount paid to uniformed military personnel as imminent danger pay

#### REFERENCES:

- a. Department of State Standardized Regulation (DSSR)
- b. Department of Defense Financial Management Regulation (DODFMR), chapter 8, Civilian Pay Policy and Procedures

#### **Hostile Fire Pay**

Section 1111 of Public Law 107-107 amends subchapter IV of chapter 59 of title 5, United States Code, by adding a new section 5949 that provides the head of an executive agency with discretionary authority to pay an employee hostile fire pay. The new law provides agencies with the authority to pay hostile fire pay at a rate of \$150 for any month in which the employee is:

- a. Subject to hostile fire or explosion of hostile mines;
- b. On duty in an area in which the employee was in imminent danger of being exposed to hostile fire or explosion of hostile mines and in which, during the period of duty in that area, other employees were subject to hostile fire or explosion of hostile mines; or
- c. Killed, injured, or wounded by hostile fire, explosion of hostile mine, or any other hostile action.

Agencies may pay hostile fire pay to an employee hospitalized for the treatment of an injury or wound for not more than 3 additional months during which the employee is hospitalized. Section 5949 prohibits the payment of hostile fire pay for periods of time during which an employee receives post differentials under 5 U.S.C. 5925, because of exposure to political violence, or danger pay allowances under 5 U.S.C. 5928.

#### REFERENCES:

Title 5, USC, Section 5949

#### **Rest and Recuperation (R&R) Leave Travel**

On 25 Sep 03, USCENTCOM initiated an R&R Leave Program for all service members, Active or Reserve, and DOD civilian employees deployed on a 12-month tour of duty to one of sixteen designated contingency countries within the USCENTCOM AOR in support of Operation Enduring Freedom or Operation Iraqi Freedom. The sixteen countries currently designated for R&R eligibility are Afghanistan, Bahrain, Djibouti, Iraq, Jordan, Kuwait, Kyrgyzstan, Oman, Pakistan, Qatar, Saudi Arabia, Syria, Tajikistan, Uzbekistan, United Arab Emirates, and Yemen. Employees serving in contingency locations on one year tours in support to Operation Iraqi or Enduring Freedom are authorized R&R leave. An employee must have served at least 2 months, but no later than 11 months in the location prior to taking R&R leave. R&R travel is DOD funded round trip travel from the theater to the individual's leave

designation. R&R leave is a block entitlement of 15 days chargeable leave for eligible service members. The DOD civilian employee's R&R leave is 15 calendar days. DOD Civilians may use entitlements other than annual leave for the 15 day period of their absence. For DOD civilians, weekends or non-duty workdays count toward the 15 calendar days but are not charged to authorized paid time off entitlements (e.g. annual leave, compensatory time, Home Leave (if eligible), time off awards, etc). For all eligible participants, the 15 calendar days do not include travel time to and from the final leave destination. Travel time is normally determined by distance to the leave destination. Theater unit Commanders will provide extra time to participants based on the actual length of travel if there are delays and if these delays were due to no fault of the participant. Travel time for civilians will be compensated in accordance with 5 CFR 550.112(g), which provides regulations for Title V civilian pay for time in a travel status. This regulation applies to government employees not otherwise defined in 5 CFR 550.101(b) (i.e. Trades and Crafts Prevailing Rate employees). Additionally, employees in positions covered by the FLSA are considered FLSA exempt for workweeks spent in an FLSA exempt area (5 CFR 551.209). Because R&R travel originates in an exempt area, and work is not performed upon arrival at the R&R destination, FLSA covered employees will continue to be considered FLSA exempt for travel purposes both to and from the R&R destination. R&R travel does not qualify for Compensatory Time for Travel. Although the travel is officially authorized, it is not for work purposes, and is therefore not covered by Compensatory Time for Travel regulations.

**REFERENCES:**

- a. DOD Directive 1327.5 (6.17)
- b. Memorandum dtd 23 Sept 2003
- c. JTR Vol 2, C6750

**On Call Duty**

During crisis situations, the nature of the work may make it necessary to have employees "on call" because of emergencies or administrative requirements that might occur outside the established work hours. On-site Commanders may designate employees to be available for such a call during off duty times. Designation of employees for this purpose will follow these guidelines:

There should be a definite possibility that the services of the designated employee might be required.

On call duties required of the employees will be brought to the attention of all employees concerned.

If more than one employee could be used for on call service, the designation should be made on a rotating basis.

On-call duty should not unduly restrict movement.

The designation of employees to be "on call" or in an "alert" posture will not, in itself, serve as a basis for additional compensation (i.e., overtime or compensatory time). If an employee is called in, the employee must be compensated for a minimum of 2 hours.

**REFERENCES:**

Title 5, CFR, Section 610.102

### **Restoration of Annual Leave**

Section 1103 amends 5 U.S.C. 6304(d) to provide that service by a Department of Defense emergency essential employee in a combat zone is an “exigency of the public business” for the purpose of restoring forfeited annual leave. Annual leave forfeited by an employee because of service in a combat zone will be automatically restored, whether it was scheduled in advance or not. This amendment relieves employees and supervisors from the administrative burden of scheduling, canceling, and restoring excess annual leave in this situation. Restored annual leave must be scheduled and used by the end of the leave year ending two years after the termination of the exigency of the public business. On 14 September 2001, President Bush declared a “National Emergency by Reason of Certain Terrorist Attacks” constitutes an exigency of the public business, which justifies the restoration of any forfeited annual leave in excess of the maximum allowable limits.

#### **REFERENCES:**

- a. Title 5, USC, Section 6304 (d)
- b. Title 5, CFR, Sections 630.305, 630.306

### **Job Security**

Upon satisfactory completion of the employee’s initial TDY tour and any approved extension thereof, the employee will be returned to his/her former position. In the event that the employee’s position has been abolished, the employee will be returned to a position of like seniority, status and pay; however, employees will not be exempt from formal Reduction In Force (RIF) procedures. If a RIF has occurred prior to or during the deployment, individuals deploying to support the operation must compete with individuals within their competitive area for retention. If deployed individuals are identified for separation through RIF procedures, the separation will be delayed until an appropriate notice period after return from deployment.

#### **REFERENCES:**

Title 5, CFR, chapter 351

### **Security Clearance**

Due to increased security precautions, employees deployed in support of military operations may be required to obtain a security clearance or interim security clearance prior to deployment.

### **Medical Care and Federal Employee’s Compensation Act Benefits**

All permanent employees with regularly scheduled tours of duty are eligible for coverage under the Federal Employees Health Benefits (FEHB) Program. The Federal Employees’ Compensation Act (FECA) (Workman’s Compensation) also automatically covers these employees. The FEHB helps protect employees and family members from the expenses of illness and accident. Employees must register for FEHB during regularly designated “open seasons” and cannot initiate coverage because of detail to another area. Employees will be permitted to select another health plan if they are currently insured under a Health Maintenance Organization (HMO) arrangement and one or all of their family members are moving out of the HMO serviced area. Employees under HMOs should consider electing a fee for service plan if their family will be moving outside the HMO serviced area during the period of deployment. In either case, employees are encouraged to continue medical coverage for their families. Civilian

employees who sustain injury or death while deployed may receive benefits provided by the FECA. Civilian employees who sustain a traumatic injury in the performance of duty must notify the onsite supervisor as soon as possible, but not later than 30 days from the date of the injury. If the employee is incapacitated, someone acting on his/her behalf may take this action. Civilian employees who require treatment for disease or injury sustained during the deployment will be provided care at no cost to the employee under the DOD Military Health Services System, (AR 40-3, Medical, Dental & Veterinary Care, Para 4-29a (8)). The care provided would be equivalent to that received by active duty military personnel. If a redeployed civilian employee suspects that an injury or illness is related to the deployment or occupation, the employee should follow the procedures and regulations established by the installation's Civilian Personnel Advisory Center and the Department of Labor.

REFERENCES:

- a. Title 5, USC, chapter 89
- b. Federal Employees' Compensation Act (FECA) 5 U.S.C. 8101.
- c. AR 40-3, Medical, Dental, & Veterinary Care

**Federal Employee Group Life Insurance (FEGLI)**

Federal civilian employees are eligible for coverage under the Federal Employees' Group Life Insurance (FEGLI) program. Death benefits (under basic and all forms of optional coverage) are payable regardless of cause of death. The Office of Personnel Management (OPM) has provided clarification on FEGLI payment for deaths and or dismemberments that may result due to a covered individual's presence in a combat zone. Being sent to a combat zone does not affect the amount of your FEGLI coverage. Civilian employees who are sent to a war zone or combat zone in a support capacity keep their FEGLI coverage, including Accidental Death & Dismemberment (AD&D) coverage. AD&D benefits may only be affected if the individual is "in actual combat." Each situation will be reviewed on an individual basis and the specific details of the death or dismemberment will be the determining factors for claims. Similarly, civilians carrying a sidearm for personal protection are not "in actual combat." Employees should visit their Civilian Personnel Advisory Center (CPAC) to review the following forms prior to deployment: SF 2808 (Designation of Beneficiary, CSRS) SF 3102 (Designation of Beneficiary, FERS) SF 2823 (Designation of Beneficiary, FEGLI) SF 1152 (Designation of Beneficiary, Unpaid Compensation of Deceased Employee) and TSP Form 3 (Designation of Beneficiary, Federal Retirement Thrift Saving Plan). The SF 2808 and SF 3102 are required for payment of lump sum benefits or unpaid annuity. Information on FEGLI may be found at: [www.opm.gov](http://www.opm.gov) under Employment and Benefits. FEGLI booklets are available for downloading at this website also. Employees who desire to obtain or increase FEGLI optional insurance should consult their servicing Civilian Personnel Advisory Center for eligibility and evidence of insurability. **REMINDER** – Employees should review their personal life insurance policy for coverage during a deployment/contingency situation.

REFERENCES:

- a. RI 76-21, Rev April 1999, Federal Employees' Group Life Insurance
- b. OPM Memorandum, 13 Jul 93, Subject: Federal Employees' Group Life Insurance Accidental Death and Dismemberment (AD&D) Coverage

## **Casualty Status**

A casualty is defined as any person who is lost to the organization by reason of having been declared dead, wounded, injured, diseased, interned, captured, retained, missing in action, beleaguered or besieged, or detained. An organization surrounded by a hostile force to preclude escape of its members is beleaguered. An organizational element that has been surrounded by a hostile force for the purpose of compelling it to surrender is besieged. The proper authorities as detailed in this guide will initiate notification of next of kin. Civilian employees killed in the line of duty are entitled to many of the same benefits as Military casualties. Mortuary benefits for eligible employees include search, recovery, and identification of remains; disposition of remains; removal and preparation of remains; casket; clothing; cremation (if requested); flag; escort; and transportation of remains to permanent duty station or other designated location. In the event of a civilian casualty, the Army Casualty & Memorial Affairs Operations Center (CMAOC) will arrange for notification of the next of kin (NOK). The notification will be made as a matter of highest priority, taking precedence over all other responsibilities the notifier has. Supervisors will not provide NOK notification of any civilian casualty.

### **REFERENCES:**

AR 600-8-1, Army Casualty Program

## **Next of Kin (NOK) Notification**

NOK notification will be made in the event an employee dies, is missing, or unable to express his or her desires after becoming ill. The Casualty Area Command will handle the notification promptly in an appropriate, dignified and understanding manner. After official notification by the Casualty Area Command, local Commanders may contact the NOK for expressions of condolence and offers of assistance. Survivor Assistance Officers may be appointed as necessary. The Commander of the installation nearest the residence of the NOK will appoint a Casualty Assistance Officer to assist the NOK in obtaining benefits and entitlements. The local Army Community Service is also available to provide assistance to the next of kin and eligible family members.

## **Record of Emergency Data**

As part of processing at the designated CRC or home station, employees are required to complete a DD Form 93 (Record of Emergency Data). In the event of a casualty, this information will be used for proper notification of next of kin. Contact information can also be updated via the Army Civilian Personnel Emergency Database, available online at [www.cpol.army.mil](http://www.cpol.army.mil).

### **REFERENCES:**

AR 600-8-1, Army Casualty Program

## **Return from Deployment Procedures**

Upon completion of the deployment or other authorized release, all employees will return to the location from which they deployed. In many instances this will include a stopover at the CRC for a post deployment health assessment, return of clothing, equipment, and weapons, if issued. This return processing will also include a thorough medical screening, a debriefing, and return of equipment where appropriate. The amount of time spent at the return-processing center

will be kept to the absolute minimum required to complete the necessary administrative procedures. Employees not required to redeploying through a CRC will complete all necessary administrative requirements at home station.

REFERENCES:

- a. AR 600-8-101, Personnel Processing In- and Out- and Mobilization.
- b. FM 100-17, Mobilization, Deployment, Redeployment and Demobilization.
- c. Department of the Army Personnel Policy Guidance (PPG) for Contingency Operations in Support of GWOT
- d. Secretary of the Army Deployment Cycle Support Directive

The proponent of this pamphlet is the United States Army Materiel Command. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the Commander, HQ AMC, ATTN: AMCPE-F, 9301 Chapek Road, Fort Belvoir, VA 22060-5527.

//Signed//  
BENJAMIN S. GRIFFIN  
General, USA  
Commanding

DISTRIBUTION:

B  
H

## APPENDIX A

### Preparation for Deployment

1. All items issued through the CRC must be returned through the CRC. Returning from OCONUS requires a stopover at the CRC for return of equipment. The following items will be issued as required at the CRC:

A. Chemical Defense Equipment:

- Protective Mask and Optical Inserts
- Over garments, Chemical (Proper size required)
- Hood, Protective Mask
- Overshoes
- Gloves with Inserts

B. Utility Uniform (4) (Desert, if required and available)

- Coat
- Trousers
- Hat
- Boots (2 pair)

C. Individual Equipment:

- 2 - Canteens
- 1 - Belt/Individual
- 1 - Duffel Bag
- 1 - Poncho
- 1 - Sleeping Bag
- 2 - Blankets
- 2 - Waterproof Bags
- 1 - First Aid Case

2. Other required items and tasks that must be accomplished prior to deployment:

- Dog tags (2 ea.)
  - Passports
  - Visas (if required)
  - Appropriate Travel Orders (if required)
  - Shots and Medical Records
  - Physical
  - Dental Panagraph
  - Common Access Card (CAC w updated Geneva Convention status and DOD Civilian Employee Overseas Privileges status)
  - Family Care Plan
  - Weapons/Side arms required training. Only if the Combatant Commander authorizes; and the civilian has received appropriate weapons familiarization training; and the civilian employee agrees to accept weapon.
  - DNA Sampling
  - HIV Testing
  - 180 day supply of prescription medications
3. Recommended Items:
- Personal Will
  - Power of Attorney

AMC-P 690-9

- Telephone Calling Card
- Government Issued Credit Card
- Personal Medication – 90-Day Supply Suggested
- Extra Pair of Glasses
- Disposable Razors/Shaving Kit
- Personal Hygiene Items (toothpaste, deodorant, etc.)
- Insect Repellent
- Zip Lock Bags in Various Sizes
- Towels and Wash Cloths
- Shower Shoes
- Underwear – (Enough for 2 weeks)
- Radio (battery powered) FM or Short Wave
- Alarm Clock (battery powered)
- Socks (to be worn with boots)
- Soft Shoes (if required for job)
- Sewing Kit
- Sun Glasses
- Stationary and Stamps
- Extra Batteries for Radios/Hearing Aids/Games
- Extra Civilian Clothing - Approximately 5 sets; 2 casual, 3 for work.
- Blank Checks - Banking facilities may/may not be available. Credit services will be available on a limited basis.

**APPENDIX B  
Civilian Checklist**

ITEMS/TASKS	YES	NO
Protective Clothing and Uniforms Received		
Chemical Defense Equipment - Issued to include optical inserts - Training		
Passports - Official - Tourist		
Visas (if required)		
Shots and Medical Records		
Physical		
DNA Sampling		
HIV Testing		
Glasses (2 ea if required)		
Dental Panagraph		
Dog Tags (2 ea)		
Common Access Card (CAC) - Expiration - Pin		
Weapons/Sidearm Authorization - Issue - Training		
Family Care Plan		
Emergency Essential Agreement Signed		
Personal Will		
Power of Attorney		
Telephone Calling Card		
Government Issued Credit Card		
Personal Medications (180 days - Over the counter - Prescriptions		
Review/Update Life Insurance		

**Note:** Appendixes **A** and **B** are not all-inclusive. They represent those significant actions that should be accomplished prior to deployment.

**APPENDIX C**  
**Emergency Points of Contact**

Office Supervisor Phone No. \_\_\_\_\_

Civilian Personnel Office Phone No. \_\_\_\_\_

Emergency Operations Center Phone No. \_\_\_\_\_

Spouse's Home Phone No. \_\_\_\_\_

Spouse's Work Phone No. \_\_\_\_\_

Family Friend Phone No. \_\_\_\_\_

Other Phone No. \_\_\_\_\_

## **APPENDIX D**

### **Questions & Answers**

**Q:** Why are civilian employees being deployed to contingency operations?

**A:** Historically, civilians in a support role have been a part of the invisible American Army since the American Revolution. Two major factors are contributing to the current deployment of civilians to contingency operations. (1) Today's Army is state of the art and highly technical. Civilian employees are needed in the field to trouble shoot the Army's highly technical systems and ensure that they operate whenever and wherever they are needed. (2) The concept of a CONUS based Army means a much smaller active component, which concentrates on expertise in war fighting, and contingency operations augmented by the reserve component, civilian employees and contractors.

**Q:** As Commander, do I have direct command and control of the civilians assigned to my operation?

**A:** Yes, when deployed, even though they are TDY, civilian employees are under the direct command and control of the Commander. The onsite supervisory chain performs the normal supervisory functions such as performance evaluations, task assignments and instructions, and initiating and effecting disciplinary actions. If the deployed civilian is in country less than one year, a performance evaluation will not be required. However, if an employee remains for 120 days or more, letter input from the Commander of the employee's on-site supervisor to the employee's performance evaluation is necessary.

**Q:** (a) Will the civilians assigned to my operation be volunteers? (b) Does a Commander have the authority to involuntarily require key civilian employees to remain on the job in support of a critical mission?

**A:** (a) The AMC Commander's policy and commitment to AMC employees is to minimize the number of employees who must be involuntarily deployed. When the need for a particular skill arises, and before a civilian employee is sent involuntarily, a search will be conducted to determine if military personnel are available to satisfy the requirement. If not, then the search will be continued for civilian volunteers. If none are available, civilian employees will be deployed involuntarily. (b) Yes, under existing DOD policies and procedures Commanders have the authority to direct and assign civilian employees voluntarily or involuntarily to accomplish the DOD mission that may require civilian employees to perform combat support or other crisis essential functions.

**Q:** What is the responsibility of the AMC deployee?

**A:** AMC's reputation and integrity as an organization that can be relied upon and trusted to accomplish its mission is on the line whenever and wherever it is military and civilian representatives are deployed. It is the expectation of the AMC Commander that its employees who deploy to support contingency operations will perform their assigned duties and responsibilities in a manner acceptable to the on-site supervisory chain of command. They will follow all imposed special rules, policies, directives and orders that are issued by the Combatant Commander, the U.S. Forces Commander, and the on-site supervisory chain of command. AMC employees have a responsibility to seek out and follow applicable guidance and instructions on acceptable behavior when deployed.

**Q:** What recourse does a Commander have if an employee refuses to remain on the job?

**A:** Commanders have the authority to direct an employee to remain on the job, regardless of whether they had originally been sent to the theater voluntarily or involuntarily. If an employee refuses to comply with a direct order to remain in theater, Commanders may take appropriate administrative action including separation from the Federal service.

**Q:** (a) What is an Emergency-Essential Employee? (b) Are all employees deployed in support of a contingency considered emergency essential?

**A:** (a) An Emergency-Essential (E-E) employee is a civilian employee who occupies an E-E civilian position and who is expected to sign a “DOD Civilian Employee Overseas Emergency–Essential Position Agreement.” An E-E position is a job that is required to ensure the success of combat operation or to support combat essential systems subsequent to mobilization, an evacuation order, or some other type of military crisis. Positions may be located in OCONUS or CONUS. OCONUS positions are usually designated E-E for contingency planning in the event an emergency may occur. CONUS positions are designated to provide support in the event of a crisis. Logistics Assistance Representatives (LARs) are all E-E positions. (b) Yes, before deploying, civilians will be required to execute an Emergency-Essential Position Agreement (DD Form 2365) if they have not already done so. A copy is kept on file in the employee’s Official Personnel Folder at the home station Civilian Personnel Operations Center (CPOC) and the employee is required to carry a copy during deployment. It is DOD policy that all civilian employees deploying to combat operations/crisis situations are considered E-E regardless of their volunteer status or having signed the E-E position agreement.

**Q:** During deployment, can civilians get legal assistance from the Judge Advocate General (JAG)?

**A:** Yes, legal assistance will be available for matters related to their actual or imminent deployment, as determined by the onsite supervising attorney or JAG office. This applies to those civilians designated as “mission essential” or “emergency essential” as well as those notified that they are to deploy. These services include such things as preparation of wills and powers of attorney and basic income tax assistance. Additionally, legal assistance is authorized for employees and family members for a reasonable period after the employee returns from the deployment to close out ongoing legal assistance matters related to deployment that arose before or during deployment.

**Q:** Is the Family Assistance program available to deployed civilians?

**A:** Yes, during deployment, the family assistance program will provide family assistance in the following areas:

- Assist casualty assistance officers in providing support to survivors.
- Assist families in relocating.
- Provide support to waiting families
- Serve as sponsor for families with special needs.
- Keep Commanders abreast of major problems.

**Q:** What is the emergency leave notification procedure for civilian employees?

**A:** Emergency leave notification procedures for civilian employees are the same as military. If an emergency occurs in the family of a deployed civilian, the family notifies the nearest Red

Cross Office, which will notify the Field Commander where the deployed civilian is located. If the emergency involves one of the immediate members of the employee's family, the employee is authorized emergency leave.

**Q:** (a) What is the duty status of civilians assigned to my operations? (b) What are they authorized? (c) How long do they stay?

**A:** (a) Deployed civilian employees are in Temporary Duty Status (TDY). (b) While in a TDY status, they are authorized the following:

- Per Diem while en route to and from the TDY site. If the Government without fee provides lodging and meals, then the per diem is reduced to \$2.00 per day in CONUS and \$3.50 per day in OCONUS.

- Actual expense allowance authorized while at TDY site.

- No per diem if they are living under field conditions while in support of military operations

- Reimbursement for actual subsistence expenses (if any) while under field conditions.

- Rental car at "layover" itinerary site. 45 day cash advances limited to the meals and incidental expenses covered by the per diem rate, or actual subsistence expense allowance and other authorized expenses that cannot be paid by charge card.

- Use of the government contractor issued charge card to cover travel expenses.

(c) It is DA policy that the length of the TDY in support of a contingency operation be limited to 179 days. Within AMC initial TDY assignments will be 120 days with the possibility of an extension if requested by SWA management.

**Q:** What privileges are civilians entitled to?

**A:** Civilian employees are entitled to the same privileges given active duty military including in theater medical care and pharmacy support. Civilian employees who require treatment for disease or injury sustained during the deployment will be provided care at no cost to the employee under the DOD Military Health Services System. The care provided would be equivalent to that received by active duty military personnel.

**Q:** What level of physical fitness can a Commander expect from deployed civilians?

**A:** The Combatant Commander can opt to determine physical requirements (before deployment begins). If the Commander does not indicate any special requirements before a deployment, civilian employees are required to take a physical examination that meets the physical standards of the AMC Logistics Assistance Program (LAP) and the physical requirements of the job. This exam places emphasis on diagnosing cardiovascular, pulmonary, orthopedic, neurological, endocrine, dermatological, psychological, visual, and auditory conditions that may preclude performing a job in a crisis environment. If the employee fails the exam, he/she will not be allowed to deploy. Employees are also given a dental panorex for identification purposes. If available at the home station or CONUS Replacement Center, they will also be given DNA sampling. Employees are given all applicable immunizations prior to deployment. Employees who require glasses or contact lenses are required to have an eye examination before deployment and are issued optical inserts for the protective mask. Employees are required to have a 180-day supply of required medications.

**Q:** Who makes the decision to issue Chemical Defensive Equipment (CDE) and provide training?

**A:** The Combatant Commander makes the decision to issue CDE, to include Nuclear Biological Chemical Defensive Equipment (NBCDE). If the Commander decides to issue CDE or NBCDE, then he will also be responsible for providing training. Employees may be provided familiarization training with CDE before or during deployment.

**Q:** (a) Who makes the decision to issue weapons to civilians and provide training? (b) What is the impact on civilians if they are issued a self-defense weapon?

**A:** (a) It is the responsibility of the Combatant Commander to determine whether or not civilian employees should be issued weapons. If the Commander determines that the civilians accompanying the armed forces are at risk in the event of an enemy or terrorist attack, he may issue side arms to civilian employees for personal self defense. Acceptance of such weapons is voluntary for all civilian personnel. Weapons familiarization training may be provided prior to deployment or after deployment. (b) Under both, Hague and Geneva Conventions, civilians captured while accompanying military forces in the field, regardless of whether carrying a self-defense weapon or wearing a uniform, may be entitled to be protected as a Prisoners of War (POW) if captured by hostile forces.

**Q:** Who decides if civilians should wear uniforms?

**A:** The Department of the Army and the Department of Defense policies state that civilians may wear uniforms. The Combatant Commander or Joint Task Force Commander will determine the requirement for wear of uniforms by civilians. Uniforms and clothing are issued at the processing site based on the specific circumstances of the deployment as determined by the Combatant or Joint Task Force Commander.

**Q:** What kinds of documents should the Commander expect civilians to be carrying with them when they arrive in country?

**A:** - Official passport - Visas as required by the country of deployment/travel  
- TDY Orders  
- SF-50 (Detail) Notice of Personnel Action (A copy of this document is to be provided to the servicing CPOC upon arrival in country)  
- Common Access Card  
- Uniform Services ID Card  
- Geneva Convention Card  
- DD Form 356, DOD Civilian Employee Overseas Emergency-Essential Position Agreement  
- DD Form 93, Notification of Casualty

**Q:** (a) Are civilian employees covered by the Uniform Code of Military Justice (UCMJ) during deployment? (b) Are civilians subject to the law of the country in which they are deployed? (c) If disciplinary action against a civilian employee has to be taken, who is responsible?

**A:** (a) Civilian employees generally are not subject to the Uniform Code of Military Justice when serving with or accompanying an armed force, however they may be subject to prosecution under the Military Extraterritorial Jurisdiction Act (18 U.S.C. Section 3261) for criminal acts. When situations of misconduct or delinquency require corrective action, the on-site Commander

is responsible for initiating same through established administrative disciplinary procedures. In cases resulting in a disciplinary or adverse action being proposed, the disciplinary action may be initiated or effected on-site or at home station. (b) If possible, the U.S. Government will negotiate a Status of Forces Agreement (SOFA) with the host nation. The agreement may provide civilians accompanying U.S. Forces be subject to punitive or other legal actions that can be taken under appropriate U.S. military or civilian law, rule, or regulation, rather than the host nation. If the host nation will not agree to grant U.S. personnel some form of immunity, a Foreign Criminal Jurisdiction Arrangement (FCJA) will be negotiated that will provide jurisdictional protections and procedural safeguards for U.S. personnel. However, even though a FCJA with the host nation has been established, the host nation may still retain the right to prosecute U.S. personnel for offenses that are either exclusive violations of host nation law or those over which the host nation has primary concurrent jurisdiction. (c) Civilian employees are subject to the “chain of command” and disciplinary procedures are the responsibility of the immediate on-site supervisor. In cases requiring suspension or dismissal, discipline may be administered at or through the employee’s home station.

**Q:** What training requirements are Commanders responsible for?

**A:** All civilian personnel will receive training during deployment processing in the areas of the Geneva Conventions, Code of Conduct, Uniform Code of Military Justice, Rules of Engagement, Health and Sanitation, Customs and Courtesies for the area of deployment, Legal Assistance and Status of Forces Agreement (if applicable). Training on other issues/topics, e.g., military driver’s license, survival course tailored to the climate, training on use of a self-defense weapon, first aid, personnel recovery, Survival, Evasion, Resistance, and Escape (SERE) training and CD training on equipment issued in theater may be provided before or during deployment.

**Q:** During a contingency operation, how are civilian employees paid?

**A:** In order to ensure continuation of pay while detailed to support military operations, DA policy requires civilian employees to join a direct deposit/electronic funds transfer (DD/EFT) program at their home installation before deployment. The employee’s supervisor at the home station is responsible for keeping time cards and reporting the hours worked to the finance and accounting office. The field Commander or designee should submit a DA Form 5172-R or local authorization form (with a copy of the travel orders) documenting the actual overtime hours worked for each employee and each day of the pay period as soon as possible after the hours are worked. When circumstances do not permit timely submission of the actual hours worked, employees will be paid according to the work schedule as established by the field Commander, (i.e., 12 hours 7 day workweek) which will be reported to the employees’ home station. Any variation from this schedule (i.e., leave) will be reported to the home station.

**Q:** (a) How does deployment affect civilian salary? (b) What does a Commander of deployed civilians need to know about civilian compensation?

**A:** (a) It does not affect it. Civilian employee salaries are not tax-free during deployment. If a civilian employee is in a missing status, his/her pay and allowances will continue. Missing status is defined as missing in action, being detained in a foreign country, captured, beleaguered, or besieged by a hostile force, or detained in a foreign country against his/her will. Civilian employees will be entitled to receive the same pay and allowance they were entitled at the time they were declared missing, and to which they would become entitled thereafter (e.g., within

grade increases). (b) There are various pay allowances employees may be entitled to while in a deployment status: (1) Overtime. The onsite supervisor or field Commander is responsible for establishing the employee's work schedule. It is AMC policy that all employees will be paid overtime for work performed in excess of the 8-hour day or 40 hour workweek. **REMINDER:** For GS employees, total overtime plus base pay cannot exceed the pay cap. Employees on an on-call or standby status do not earn overtime unless they were actually called to duty and actually worked overtime hours. (2) Compensatory Time. GS employees who are exempt from the Fair Labor Standards Act (FLSA) (designated by an "E" in the FLSA code block on their Leave and Earning Statement) may be granted compensatory in lieu of overtime pay. Wage grade employees may request compensatory time in lieu of paid overtime. Since pay is a home station responsibility, the employees will have up to 26 pay periods after the period in which the compensatory time was earned to take the time off. After that, the compensatory time will be paid at the overtime rate in effect at the time worked. The pay cap also limits compensatory time. (3) Danger Pay. Danger Pay (DP) allowance is paid to civilian employees serving at, or assigned to, foreign areas designated for danger pay by the Secretary of State. The allowance is paid due to civil insurrection, civil war, terrorism, or wartime conditions that threaten physical harm or imminent danger to the health or well being of a majority of employees stationed or detailed to that area. The allowance will be a percentage of the employee's basic compensation at the rates of 15, 20, 25, 30 or 35 percent as determined by the Secretary of State. DPA commences for employees already in the area on the date the area is designated as a danger zone. For employees deployed to the area, DPA commences upon arrival in the area. For employees returning to the post after a temporary absence, it commences on the date of return. Danger Pay Allowance will terminate with the close of business on the date the Secretary of State removes the danger pay designation for the area or on the day the employee leaves the post for any reason for an area that has not been designated for the DPA. **NOTE:** Under circumstances defined by the Secretary of State, a danger pay allowance may be granted to civilian employees who accompany U.S. military forces designated by the Secretary of Defense as eligible for imminent danger pay. The Secretary of State will define the area of application for civilian employees and the amount of danger pay shall be the same flat rate amount paid to uniformed military personnel as imminent danger pay. (4) Foreign Post Differential. Employees assigned to work in foreign areas where the environmental conditions either differ substantially from CONUS conditions or warrant added compensation as a recruiting and retention incentive are eligible for Foreign Post Differential (FPD) after being stationed in the area in excess of 42 days. FPD is exempt from the pay cap and is paid as a percentage of the basic pay rate, not to exceed 35 percent of the basic pay. The Secretary of State determines areas entitled to receive FPD, the rate for that area, and the length of time it is to be in effect. Different areas in the same country can have different rates. Post Differential is paid in addition to Danger Pay Allowance. The combination of post differential and danger pay is not subject to the 35 percent limitation. (5) Pay Cap. The pay cap is limited to a GS-15, Step 10 salary. Employees whose salaries reach either the annual pay cap or the biweekly pay cap cannot continue to work (DOD has authority to waive the biweekly pay cap). However, an employee's salary is still subject to the annual pay cap. If an employee's salary reaches the pay cap, his/her TDY cannot be continued and the employee must return to the home station. Commanders must ensure that civilian employees are not allowed to exceed these constraints. Civilians are not authorized to work for the Federal government without compensation and they cannot be paid for work done beyond the pay cap. Employees' pay must

be monitored to ensure that TDY is stopped in sufficient time before the pay cap is reached and to obtain a replacement if needed.

**Q:** Does the Commander have the authority to determine when a civilian employee works?

**A:** Yes. “Tour of Duty” and “Hours of Work” is synonymous, meaning the hours of a day and the number of days of a civilian employee’s regularly scheduled workweek. The authority to establish and change the tours of duty for civilian employees is delegated to Commanders. The duration of the duty is dependent upon the particular operation and will be established by the in AFSB Commander.

**Q:** Does the onsite Commander have the authority to place deployed civilians in an on-call status?

**A:** Yes. During crisis situations, the nature of the work may make it necessary to place employees in an “on-call” status because of emergencies or administrative requirements that might occur outside the established work hours. Onsite Commanders have the authority to designate employees to be on-call during off duty times. If placing employees in an on-call status becomes necessary, the following guidelines should be followed.

- There should be a definite possibility that the services of the designated employee might be required. On-call duties required of the employees will be brought to the attention of all employees concerned.

- If more than one employee could be used for on-call service, the designation should be made on a rotating basis.

- On-call duty should not unduly restrict movement.

- The designation of employees to be “on-call” or in an “alert” posture will not, in itself, serve as a basis for additional compensation (i.e. overtime or compensatory time).

- If an employee is called in, the employee must be compensated for a minimum of 2 hours.

**Q:** Will a civilian employee lose all of his/her annual leave if they are unable to use it due to deployment?

**A:** Any annual leave in excess of the maximum permissible carryover of 240 hours is automatically forfeited at the end of the leave year. Annual leave forfeited during a combat or crisis situation for employees deemed essential in the National Emergency may be restored whether or not it was scheduled in advanced. When the leave is restored, the employee has up to 2 years to use it.

**Q:** How can a Commander help a deployed civilian who is faced with Reduction in Force (RIF) when he/she returns home?

**A:** Unfortunately, employees will not be exempt from formal RIF procedures while in a deployment status. If a RIF has occurred during the deployment, individuals deploying to support the operation must be evaluated for retention with all of the other individuals within their competitive area. If deployed individuals are identified for separation through RIF procedures, the actual separation will be delayed until the employee returns. At that time, the employee will be given the same notice period before separation as the rest of the employees in the competitive area. Depending on the size of the RIF, the notification could be 60 to 120 days. Since an employee’s standing is determined by the rating he/she is given on the performance evaluation, the Commander’s letter input to the performance evaluation is very important.

**Q:** If civilian employees are hurt or killed in the line of duty during deployment will they be compensated?

**A:** Yes, civilian employees who sustain injury or death while deployed may receive benefits provided by the Federal Employees Compensation Act (FECA). These benefits include medical, disability, and death benefits for the survivors. To qualify for these benefits the employee or his/her survivors must establish that there was a causal relationship between his/her employment and the injury/death. Civilian employees who sustain a traumatic injury in the performance of duty must notify the on site supervisor or Commander as soon as possible, but not later than 30 days from the date of the injury. If the employee is incapacitated, someone acting on his/her behalf may take this action. Once informed, the Commander should notify the home station as soon as possible and complete the appropriate paperwork required by the home station.

**Q:** Will an employee's deployment status affect his/her life insurance?

**A:** The life insurance of Federal civilian employees who are covered under the Federal Employees Group Life Insurance (FEGLI) program will not be affected. Death benefits are payable regardless of cause of death. The Office of Personnel Management (OPM) has confirmed that civilians who are deployed with the military to combat support roles during time of crisis are not in actual combat and are entitled to accidental death and dismemberment benefits under FEGLI in the event of death. Similarly, civilians carrying side arms for personal protection are not in actual combat. However, some private life insurance plans have war clauses, which make death benefits not payable if the policyholder is killed during a contingency operation or by a terrorist attack.

**Q:** (a) How are civilian casualties handled? (b) What benefits are available for civilian employees who are killed during deployment? (c) How is notification of the next of kin handled?

**A:** (a) Civilian casualties are handled the same as military casualties. A casualty is defined as any person who is lost to the organization by reason of having been declared dead, wounded, injured, diseased, interned, captured, detained, or missing in action. (b) Civilian employees killed in the line of duty are entitled to many of the same benefits as military casualties. Mortuary benefits for eligible employees include: search, recovery, and identification of remains; disposition of remains; removal and preparation of remains; casket and burial including cremation (if requested); and escort and transportation of remains to permanent duty station or other designated location. (c) The Casualty Area Command nearest to the residence of the next of kin will handle the notification promptly in an appropriate, dignified, and understanding manner. After official notification by the Casualty Area Command, local Commanders may contact the next of kin for expressions of condolence and offers of assistance. The Civilian Personnel Officer at the home station will appoint a Casualty Assistance Officer to assist the next of kin in obtaining benefits and entitlements. The local Army Community Service is also available to provide assistance to the next of kin and eligible family members.

## APPENDIX E

### References

#### References:

1. DOD Directive 1400.6, DOD Civilian Employees in Overseas Areas
2. DOD Directive 1400.24, Civilian Mobility Program
3. DOD Directive 1400.31, DOD Civilian Work Force Contingency and Emergency Planning and Execution
4. DOD Instruction 1400.32, DOD Civilian Work Force Contingency and Emergency Planning Guidelines and Procedures
5. DOD Directive 1404.10, Emergency-Essential (EE) DOD U.S. Citizen Civilian Employees
6. AR 690-11, Planning for Use and Management of Civilian Personnel in Support of Military Contingency Operations
7. AR 500-5, Army Mobilization Operations, Planning and Execution System (AMOPES)
8. DA PAM 690-39, Family Assistance Handbook for Emergency-Essential Personnel and Family Members
9. DA PAM 690-47, DA Civilian Employee Deployment Guide
10. AMC-R 690-11, Planning for Use and Management of Civilian Personnel in Support of Military Contingency

**Note:** The above basic references are applicable to each topic covered in this guide.

#### WEBSITES:

- [www.bliss.army.mil/LocaUnitLinks/crc/frbanner.htm](http://www.bliss.army.mil/LocaUnitLinks/crc/frbanner.htm) 380TH CRC BN
- [www.armyg1.army.mil/MilitaryPersonnel/ppg](http://www.armyg1.army.mil/MilitaryPersonnel/ppg) Department of the Army Personnel Policy Guidance (PPG) for Contingency Operations in Support of GWOT
- [www.usapa.army.mil](http://www.usapa.army.mil) DA Pam 690-47, Civilian Personnel DA Civilian Employee Deployment Guide
- [www.opm.gov/oca/leave](http://www.opm.gov/oca/leave) OPM 71, Request for Leave
- [www.opm.gov/oca/pay](http://www.opm.gov/oca/pay) GS Pay Limitations
- [www.cpol.army.mil](http://www.cpol.army.mil) Emergency Contact Data
- [www.amc.army.mil/amc/pe/html/fsddeploy.htm](http://www.amc.army.mil/amc/pe/html/fsddeploy.htm) AMC G-1 Civilian Deployment Website
- <https://cpolrhp.belvoir.army.mil/civtracks/> CIVTRACKS Website